

**ENGINEERING/OPERATIONS COMMITTEE MEETING RECAP  
JUNE 9, 2011**

**COMMITTEE MEMBERS PRESENT**

Ed Mandich, Committee Chair  
Jim Haselton, Committee Member Alternate

**STAFF PRESENT**

Don Chadd, General Manager  
Hector Ruiz, District Engineer  
Teresa Teichman, Secretary to the Board of Directors  
Kris Hanberg, Wastewater Supervisor  
Neil McKenna, Water Supervisor  
Bob Beck, Maintenance Supervisor  
Ben Adams, Engineering Intern

**PUBLIC PRESENT**

No members of the public were present.

**CALL THE MEETING TO ORDER**

Committee Chair Mandich called the Engineering/Operational Committee Meeting to order at 7:05 a.m.

**VISITOR PARTICIPATION**

There was no visitor participation

**ORAL COMMUNICATION**

There were no comments.

**COMMITTEE MEMBER COMMENTS**

There were no director comments

**REPORT FROM THE GENERAL MANAGER**

There were no comments from the General Manager

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**PROJECT MANAGEMENT**

**ITEM NO. 1A) STATUS REPORT AND POSSIBLE ACTION RELATING TO STORM DAMAGE**

Mr. Hector Ruiz, District Engineer, provided schematics of the Serrano Creek Crossing. Mr. Ruiz noted the ground contours pre and post storm damage demonstrating significant pipe exposure as result of the winter storms.

Discussion occurred relating to repair options and alternatives. Mr. Ruiz is continuing to working with PSOMAS in completing a technical memorandum for submittal to FEMA.

**The Engineering/Operational Committee received the status update. Forward to the Board (Action Calendar).**

**ITEM NO. 1B) STATUS UPDATE RELATING TO BAKER WATER TREATMENT PLANT**

Mr. Ruiz advised the Baker Water Treatment Plant (BWTP) Committee Meeting is scheduled to meet June 9, 2011 to continue review of the 90 percent design and to discuss a proposed variance submitted by the design engineer.

**The Engineering/Operational Committee received the status update. No action taken.**

**ITEM NO. 1C) STAFF REPORT AND POSSIBLE ACTION RELATING TO 2010 DRAFT URBAN WATER MANAGEMENT PLAN**

Mr. Ruiz advised he and Mr. Michael Perea, Special Projects Manager, have been working with Metropolitan Water District of Orange County (MWDOC) to update information as it relates to the 2010 Urban Water Management Plan (UWMP). Mr. Ruiz provided a power point presentation relating to baseline demands, update requirements, and water demand targets. Mr. Ruiz advised the Draft 2010 UWMP will be presented to the Board at the time of the June 15, 2011 Regular Board meeting for possible adoption.

**The Engineering/Operational Committee received the staff report. Forward to the Board. (Action Calendar).**

**ITEM NO. 1D) STATUS UPDATES RELATING TO ON-GOING ENGINEERING PROJECTS**

1. Golf Club Lift Station Upgrades/Rehabilitation

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Mr. Ruiz advised he met with Southern California Edison as it relates to applying for rebate offers to offset recent pump replacement costs.

2. Shadow Rock Detention Basin Facility Project

Mr. Ruiz advised there is no new information relating to this project.

3. Brookseed/Dove Water Main Inter-Tie/Fire Line

Mr. Chadd advised he is meeting with the President of Dove Canyon Master Association Homeowner's Association today to tour the Dove Canyon community and he will discuss the benefits of this project at that time.

4. Trabuco Reservoir Pressure Zone Evaluation

Mr. Ruiz mentioned he is awaiting the receipt of a design proposal for construction drawings of the proposed pressure reducing stations.

5. Other Projects

There were no other projects discussed

***The Engineering/Operational Committee received the status updates. No action necessary.***

**ITEM 1E) STATUS UPDATES REGARDING ACTIVE DEVELOPMENTS**

1. Skyridge – Standard Pacific Homes (85 DUs)

Mr. Ruiz advised he was recently contacted by the developer and the developer has requested to re-start the process and is looking towards a four week time frame. Mr. Ruiz has asked PSOMAS to continue with the preparation of a Sub-Area Master Plan.

2. Oaks at Trabuco

Mr. Chadd advised he has been in communications with Mr. Goren as it relates to replenishment of funds for the Interim Sewage Services Account. Discussion occurred relating to the status of the construction of the proposed homes.

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3. Fieldstone

Mr. Ruiz advised the project is proceeding timely and smoothly. Mr. Ruiz advised the committee that Tract Map 16677 has been received by the District and will be brought to the Board meeting for approval.

4. Other Active Developments

There were no other developments discussed.

**The Engineering/Operational Committee received the status update. Item 3, Fieldstone forwarded to the Board. (Action Calendar).**

**ITEM NO. 1F) WATER SYSTEM STATUS UPDATE**

Mr. Neil McKenna, Water Supervisor, provided the May 2011 update.

Source Water Production

1. The water treatment plant production totaled 93 acre feet.
2. The Trabuco Creek Water Treatment Facility produced 123 acre feet.
3. The average daily demand was 6.9 acre feet, or 3.5 cfs.
4. The demand for the District was 214 acre feet.

Projects and Repairs

1. Water Department Personnel repaired a 1-inch water service line on Beaconsfield in the Dove Canyon Community.
2. Water Department Personnel repaired a 6-inch fire hydrant valve on Sugarbush in Lower Robinson Ranch.

Mr. McKenna advised the Trabuco Creek Wells produced 57% of the districts demand during the month of May. Mr. McKenna anticipates well production into July 2011.

**The Engineering/Operational Committee received the status update. No action required.**

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**ITEM NO. 1G)      WASTEWATER SYSTEM STATUS UPDATE**

Mr. Kris Hanberg, Wastewater Operator provided the May 2011 status update.

**Robinson Ranch Wastewater Treatment Plant**

1. The reclaimed water production totaled 60.4 acre feet.
2. The recycled water demand was 66.5 acre feet.
3. Dove Lake had 6 feet of freeboard.
4. The reclaimed water reservoir had 1 foot of freeboard.
5. The District pumped a total of 50 acre feet from Dove Lake.
6. The Dry Season Water Recovery Project produced 5.4 acre feet.
7. 5.5 acre feet was pumped to the Portola Basin.

**Projects**

1. District Personnel repaired V-dich on the Dam face at the Wastewater Treatment Plant.
2. The District Personnel performed dredged Tick Pump Station pond.

**The Engineering/Operational Committee received the status update. No action taken.**

**ITEM NO. 1H)      MAY 2011 OPERATIONAL REPORT REVIEW**

The Committee reviewed the information provided. There were no anomalies to report.

**The Engineering/Operational Committee received and filed the report. No action taken.**

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**ITEM NO. 1I)           ENGINEERING/OPERATIONAL COMMITTEE MEETING  
RECAP**

No changes were made to the Engineering/Operational recap.

***The Engineering/Operational Committee recommended that the Board receive and file the May 12, 2011 Engineering/Operational Committee Meeting Recap. (Consent Calendar).***

**ITEM NO. 1J)           DISCUSSION AND POSSIBLE ACTION RELATING TO  
PROPOSED REVISED PERSONNEL POLICY**

Mr. Chadd advised the last revision to the Personnel Policy was in 2001. Discussion occurred relating to the vacation/sick time policy.

***Recommended Action: The Committee received the information. No action required.***

**ITEM NO. 1K)           DISCUSSION AND POSSIBLE ACTION RELATING TO  
CUSTOMER FEES**

Mrs. Teresa Teichman, Customer Service Manager, provided a spreadsheet delineating TCWD's current customer fees as benchmarked against neighboring water districts along with a cost analysis of actual staff cost and time.

Discussion occurred relating to the man-hours, equipment, and procedures performed by personnel in the wastewater department throughout the year in order to issue the annual permit.

***Recommended Action: The Committee forwarded this information to the Board. (Action Calendar).***

**ITEM NO. 1L)           OTHER MATTERS/REPORTS**

Mr. Chadd reminded staff and committee members that at the upcoming June 15, 2011 Regular Board meeting staff will be presenting TCWD's fiscal year 2011/2012 Draft Budgets to the Board for consideration of approval. Mr. Chadd inquired as to pending questions or clarity on any issues from staff or committee to contact him for discussion.

**ADJOURNMENT**

Committee Chair Mandich adjourned the June 9, 2011 Engineering/Operational Committee Meeting at 7:59 a.m.